



Peace Corps Philippines

STAFF DEVELOPMENT / TEAMBUILDING WORKSHOP REQUEST FOR PROPOSAL

I. Background

The US Peace Corps Philippines (PC/P) seeks a Contractor to lead a Staff Development Teambuilding Workshop Peace Corps staff. PC/P staff consists of both American and Filipinos. The targeted date for the training would be during the week of February 7 – 11, 2011, with an estimated duration of three (3) days.

The training will be conducted by the contractor during the agreed upon dates. The contract shall be a firm fixed-priced contract.

II. Scope and Requirements

Overview of the tasks

The contractor shall appoint staff that will facilitate and lead:

1. “Strengths Finder” activities based on book Strengths Finder 2.0 by Tom Rath
2. Teambuilding activities for a diverse staff undergoing change
 - i. Highlight group and individual accomplishments and strategies to prepare for future challenges
 - ii. Promote a professional work environment
 - iii. Rejuvenate team for year ahead (uplifting)
3. Lead activities to outlay organizational plan for the next 3 years

The Contractor shall work with staff at a venue to be named later and provide their own supplies and equipment to lead activities.

III. Qualifications of the Contractor

The Contractor for the Peace Corps Philippines Staff Development Training shall have demonstrated experience with specific qualifications as described below:

- Knowledge and ability to facilitate and lead “StrengthFinders” activities preferable
- Language – Fluency in English is required.
- Significant experience conducted topical workshops/training
 - Design and implement staff development trainings
 - Mentoring for Leadership Development

- Self-Management Leadership
- Organizational development

IV. Period of Performance

- Preplanning meeting with staff and Country Director
- The Period of Performance shall be 3 days within the week of February 7 – 11, 2011.
- Final report of findings and next steps

V. Payment schedule:

Contractor will be paid in full within 30 days of delivery of a complete work invoice.

VI. Proposal

By 4:30 p.m. on January 14, 2011, PC/P invites interested Contractors to provide a proposal in English that includes:

- i. Contractor qualifications and prior experience to meet requirements found in Section III with descriptions of key personnel.
- ii. Proposed training plan
- iii. Total Firm-Fixed Price for fulfilling the contract as described herein.

“Cost not to exceed US\$5,000”

VII. Evaluation Factors for Award:

Peace Corps Philippines anticipates awarding a firm, fixed price contract resulting from this solicitation, to the responsible offeror whose offer conforms to the solicitation and will be most advantageous to Peace Corps, price and other factors considered. Peace Corps Philippines will use the following factors, listed in the order of importance, to evaluate offers:

- i. The qualifications and experience of the key personnel as defined in Section III, **Qualifications of the Contractor.**
- ii. Technical approach as detailed in the work plan.
- iii. Price (cost effectiveness is a competitive factor).

Interested parties can contact Sheila San Jose at (02) 833-6420 with questions at any time prior to the deadline for submission. Proposal documents shall be submitted in English, no later than 4:30pm on January 14, 2011, by email to ssanjose@peacecorps.gov